

# **2005-06 CONSOLIDATED GRANTS PROGRAM**

## **HANDOUT: SUGGESTED DOCUMENTS TO BRING TO THE FULL PROPOSAL APPLICANT ASSISTANCE WORKSHOPS**

### **1. 2005-06 Consolidated Grants Program Guidelines**

The 2005-06 Consolidated Grants Program Guidelines is available on-line at:

[http://www.waterboards.ca.gov/funding/cg\\_guidelines.html](http://www.waterboards.ca.gov/funding/cg_guidelines.html)

### **2. Secretary of the State**

Applicants who are not a governmental entity (federal, state, local) must be registered and in good standing with the Secretary of State. Verification can be obtained from the Secretary of State by fax or using the Secretary of State website. The search application can be found at the following web link:

<http://kepler.ss.ca.gov/>

### **3. Payee Data Record**

Applicants who are not a government entity (federal, state, local) must complete the Payee Data Record (STD 204). The tax identification number on the Payee Data Record is used to verify with the Secretary of State that the organization is in good standing to do business in California. The form can be found at the following web link:

<http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>

### **4. Non-Profit Agencies**

Applicants must provide verification of their IRS non-profit status by providing the State Water Board with a copy of IRS Form 501(c)(3), 501(c)(4), or 501(c)(5).

### **5. Agency Resolution**

The applicant must provide a resolution from their governing board authorizing them to enter into an agreement with the State Water Board prior to grant agreement execution. A sample resolution can be found on the back of this page. We realize that many agencies may not be able to provide a resolution until after they receive the grant agreement for signature; however, some agencies' Boards may have already adopted a resolution. If possible, the resolution should be brought to the workshop for review.

## Sample Resolution

RESOLUTION NO. \_\_\_\_\_

(date)

BOARD OF DIRECTORS  
(organization)

A RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA AND DESIGNATING A REPRESENTATIVE TO SIGN PROPOSITION 13, PROPOSITION 40, PROPOSITION 50, 319(h) (choose one applicable program, delete the others) AGREEMENT, AND ANY AMENDMENTS THERETO, FOR THE (project title) PROJECT

Whereas, the Board authorizes (organization) to enter into an Agreement with the State of California; and

Whereas, the Board authorizes \_\_\_\_\_ (title, no name), or designee, to sign the (Proposition 13, Proposition 40, Proposition 50, 319[h], etc.); (choose one applicable program, delete the others) Agreement, and any amendments thereto; and

Now, therefore, be it resolved, that the (organization) Board of Directors hereby adopts Resolution ( # ) on (date).

### CERTIFICATION

I hereby certify that the foregoing Resolution ( # ) was duly and regularly adopted by the Board of Directors of the (organization) at the meeting thereof held on the ( ) day of ( ), 200X, motion by (member name) and seconded by (member name), motion passed by the following roll call vote:

Ayes:

Noes:

Abstained:

Absent:

Attest:

\_\_\_\_\_

name